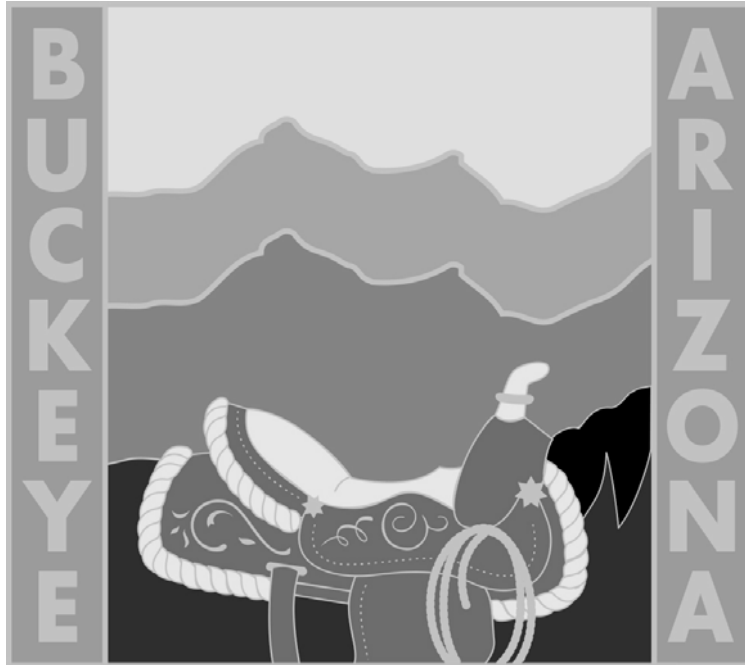


THE TOWN OF BUCKEYE



SPECIAL EVENT APPLICATION

COMMUNITY SERVICES DEPARTMENT

WELCOME



Buckeye is a town that celebrates special events. From community-based festivals, parades, rodeos and athletic activities, the Town of Buckeye is proud to host numerous events each year.

The following pages include the Town of Buckeye Special Event Application and accompanying instructions developed to guide you through the process.

After you complete the Special Event Application, please detach the pages from the booklet, paper clip and return the application to the Town of Buckeye. A Staff member from the Community Services Department will contact you via phone and or email upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your application.

This person will distribute copies of your application to all town departments affected by your event. You will be contacted individually by these departments only if they have specific questions or concerns about your event. Please be aware you may have to contact state or county agencies in addition to the Town of Buckeye.

On behalf of the Town of Buckeye we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!

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APPLICATION INSTRUCTIONS

INTRODUCTION

Special Event applications must be received no later than sixty (60) days or thirty (30) days depending on its level of classification prior to the actual date of your event and may be submitted as early as six months before your event. In general, any scheduled outdoor public gathering involving the use of, or having an impact on, public property, public facilities, parks, streets, right-of-ways, sidewalks, parking lots or the temporary use of private property in a manner that varies from its current land use, requires a permit. Weddings, funeral ceremonies, elections, private yard sales, bake sales, Christmas tree, pumpkin sales lot, car washes and activities such as retail sales promotions are excluded. The application fee may be waived in the event the Town of Buckeye is a sponsor of the proposed event. Waiver of fees is determined by Town Council or designated representative.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events. We hope that you find these instructions helpful in completing your Special Event Application.

APPLICATION PROCESS

The application process begins when you submit to the Town of Buckeye a completed Special Event Application. Keep in mind that the acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of application Recreation Staff will help guide you through the permit

process. Copies of the application are forwarded and review by all affected town departments. Throughout the review process you will be notified if your event requires any additional information, permits, licenses, certificates and fees. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.) We must receive these items before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

INTERNET / SPECIAL EVENTS CALENDAR

The Town of Buckeye provides a calendar of upcoming special events in printed form on the internet. Information from your permit application is considered public information and may be used in developing the calendar of community events. The Town of Buckeye Calendar of Special Events can be accessed on the internet at www.buckeyeaz.gov.

PARK EVENTS

If you plan to hold your event in a town park, special rules, regulations and restrictions unique to each site may apply. Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. In other words, areas cannot be roped off or otherwise secured.

SUMMARY OF EVENT

This section of the permit application is intended to provide the Town with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic and internet formats.

Information provided on the Summary of Event Form (pgs. 5 & 6) will determine if additional information and/or forms are needed to complete the process.

In many instances, the information you provide in this section will be used in developing the Town of Buckeye Calendar of Special Events. Please review and complete the information carefully.

SUMMARY OF EVENT

Town of Buckeye

Community Services Department – Recreation Division
1003 E. Eason Ave. Buckeye, AZ 85326

DESCRIPTION

Event Title _____

Description _____

Fee(s) Gate Fee: _____ Concessions: _____ Parking: _____ Other: _____

Event Category ☐ Athletic/Recreation ☐ Concert/Performance ☐ Circus/Rodeo
☐ Exhibits/Misc. ☐ Farmer/Outdoor Market ☐ Carnival
☐ Festival/Celebration ☐ Parade/March ☐ Block Party
☐ Other _____

Anticipated Attendance: Total _____ Per Day _____

DATE/TIME

Setup: Date _____ Time _____ to _____ Day of Week _____
Event Starts: Date _____ Time _____ to _____ Day of Week _____
Event Ends: Date _____ Time _____ to _____ Day of Week _____
Dismantle: Date _____ Time _____ to _____ Day of Week _____

LOCATION

Event Location: _____

- Will you require Town public services (fees apply)?** *example: street closure, barricades, etc.* ☐YES ☐NO *reference page(s) 14 & 16*
- Will you require Town electrical connections (fees apply)?** ☐YES ☐NO *reference page 16*
- Will you require security and/or police services (fees apply)?** ☐YES ☐NO *reference page 18*
- Will you require emergency, medical or fire services?** ☐YES ☐NO *reference page 18*
- Will your event pass ADA Accessibility Requirements?** ☐YES ☐NO *reference page 20*
- Will you require portable restrooms?** ☐YES ☐NO *reference page 20*
- Will there be amplified entertainment or speeches?** ☐YES ☐NO *reference page 22*
- Will inflatables, animals, rides, climbing walls, fireworks, pyrotechnics or similar items be used at your event?** ☐YES ☐NO *reference page(s) 22 & 28*
- Will there be alcohol served?** ☐YES ☐NO *reference page 24*
- Will food be served?** ☐YES ☐NO *reference page 24*
- Will you charge admission or will items be sold at the event?** ☐YES ☐NO *reference page 26*
- Are you providing sanitation services?** ☐YES ☐NO *reference page 26*
- Will you be using tents or canopies?** ☐YES ☐NO *reference page 28*
- Is your organization insured?** ☐YES ☐NO *reference page 28*

Applicant's Signature: _____ **Date:** _____

For additional information you may contact our Special Events Staff at 623-349-6352

*OFFICIAL USE ONLY *							
APPROVALS							
TOWN MANAGER	COUNCIL	FIRE	POLICE	PUBLIC WORKS	COM. DEV.	FINANCE	COM. SRVS.

APPLICANT & HOST ORGANIZATION INFORMATION

CHIEF OFFICER OF HOST ORGANIZATION

This is the person who has overall authority of the Host Organization.

APPLICANT

This must be the Chief Officer or a representative of the Host Organization who has been authorized by the Chief Officer to apply for the permit to plan the event. This person must be available to work closely with the Town's event planning staff throughout the permitting process.

PROFESSIONAL EVENT ORGANIZER

The Chief Officer of the Host Organization may contract with a professional event organizer or service provider to represent the sponsoring organization. This person or entity may be authorized to plan the event and work with the Town Staff in implementing the plan. The professional event organizer must be available to work closely with Recreation Staff throughout the planning process. A letter from the Chief Officer of the Host Organization authorizing the applicant or professional event organizer to apply for a Special Event Permit on their behalf is required and must be attached to the submitted application.

ORGANIZATION STATUS

COMMERICAL ENTITY

All entities or organizations without IRS 501 (C) valid tax exemption status are considered to be commercial/private.

TAX EXEMPT, NON PROFIT

This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the IRS 501 (C) tax exemption letter certifying your current tax exempt, nonprofit status is required.

APPLICANT & HOST ORGANIZATION INFORMATION

Town of Buckeye

Community Services – Recreation Division
1003 E. Eason Ave. Buckeye, AZ 85326

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event on their behalf must be submitted with your special event application.

Host Organization _____

Chief Officer of Host Organization _____

Applicant Name: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Email _____

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

Primary Contact _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Email _____

ORGANIZATION STATUS

YES NO

☐ ☐ Is the Host Organization a commercial entity?

☐ ☐ Is the Host Organization a bona fide tax exempt, non profit entity? If yes, you must attach a copy of your IRS 501 (C) tax exemption letter providing and certifying your current tax exempt, nonprofit status.

☐ ☐ Is this an annual event? How many years have you held this event? _____

PRIORITIES FOR ASSIGNING FACILITIES

- Priority 1:** Events organized by the Town of Buckeye
- Priority 2:** Events organized by Buckeye school districts within town limits
- Priority 3:** Events organized by Buckeye based non-profit organizations with proceeds providing assistance to the organizer or another Buckeye based non-profit organization.
- Priority 4:** Events organized by all commercial/private businesses, non-profit organizations not based in Buckeye, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than those of Buckeye based non-profit organizations.

Events held historically during the same time each year will take precedence over any other submitted event proposed for the same time frame. The Community Services Director has the right to decline proposals for events that are located in areas of close proximity to historical or already permitted events. The Community Services Director also has the right to allow events requiring special consideration due to the nature of the event and benefit the community.

The use of property shall not be granted when, as determined by Town Council or designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the Town.

APPLICATION FEE

A non-refundable application fee will be charged upon submitting the special event application. Applications will not be processed without the appropriate fee. The fee is determined based on the classification of your event. Please refer to page 10 for event classifications and the appropriate application fee. Fees can be paid by cash or check.

The application fee may be waived in the event the Town of Buckeye is a sponsor of the proposed event. Waiver of fees is determined by Town Council or designated representative.

SPECIAL EVENT LEVEL DEFINITIONS

LEVEL A	LEVEL B	LEVEL C
Event will occur during a single day or multiple days.	The event will occur during a single day or multiple days.	Event will occur during a single day.
Event involves street closures and detouring or stopping traffic.	Event involves use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.	Event will not extend beyond the park/facility area.
Admission will be charged.	Event is free to public.	Event is free to public.
Food will be sold and/or distributed to the general public.	Food will be sold and/or distributed to the general public.	There will be no food sales.
Merchandise will be sold.	Merchandise will be sold.	No merchandise sales.
There will be live entertainment.	There will be live entertainment.	May or may not involve live entertainment.
Extensive use of event equipment, i.e. stage, sound system, booths, tents, fencing barricades.	Moderate use of event equipment, i.e. stage, PA systems, chairs, tables.	Minimal use of event equipment, i.e. PA system.
Event requires electricity and other utilities.	May or may not require electricity.	Will not require electricity.
Alcohol will be sold and/or distributed to the general public.		

APPLICATION ROUTING PROCESS

LEVEL A	LEVEL B	LEVEL C
<i>Applications submitted after 60 Calendar Days Prior to event will be charged a \$25 late fee.</i>	<i>Application submitted after 60 calendar days prior to event will be charged a \$25 late fee.</i>	<i>Applications submitted after 30 calendar days prior to event will be charged a \$25 late fee.</i>
Council approval required	Council approval may or may not be required	Council approval not required
Police	Police	Risk Manager
Fire Prevention	Fire Prevention	Facilities Maintenance
Traffic Engineering	Building Safety	Parks Maintenance
Building Safety	Risk Manager	Community Services Director
Risk Manager	Tax Licensing	
Tax, Licensing & Revenue	Environmental Services	
Environmental services	Utilities	
Utilities	Facility Maintenance	
Facility Maintenance	Parks Maintenance	
Parks Maintenance	Community Services Director	

**tables illustrated above are provided as a guideline and may vary per unique special event*

APPLICATION FEE

LEVEL A	LEVEL B	LEVEL C
\$100.00	\$50.00	\$25.00

SITE PLAN / ROUTE MAP

To ensure appropriate review of your event, it is preferred that you submit blueprints or computer drawings of your event site plan. This is applicable for moving routes and fixed venues. If blueprints or computer drawings are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in a 8 1/2" x 11" or 8 1/2" x 14" standard format.

The site plan must include all locations of mobile structures, equipment, parking, fencing, or blockage of any area. Electrical panels and fire hydrants must be accessible from the street. Any changes to the site plan must immediately be communicated to Town Staff.

Based on your event site plan and components, Town of Buckeye Fire, Police, and/or Public Works may require an inspection of your venue at your cost before and/or during the event. For more information or assistance, please contact the Special Events Coordinator at 623-349-6350 or 623-349-6600.

NARRATIVE

To supplement your site plan or route map, please provide a detailed narrative and/or timeline of your event including a description of activities within the event such as the use of pyrotechnics, inflatables, vehicles, animals, rides, or other pertinent information that will better assist us in reviewing the components of your event. This narrative and/or timeline will assist us in better understanding the components and activities within your event.

SITE MAP/ ROUTE MAP

Your event site plan/ route map should include but not be limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing barriers and/or barricades and types. Indicate any removable fencing for emergency access.
- If requesting a street closure, designate at least a twelve foot (12') aisle in the street to permit passage of emergency vehicles or vehicles of residents. Public Safety personnel will monitor the event for strict adherence to this rule.
- The location of first aid facilities and ambulances.
- The locations of all stages, platforms, scaffolding, bleachers, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.

NARRATIVE

Please provide a narrative and timeline of your event. You may provide this information as an attachment if necessary.

NARRATIVE

[illegible]

STREET CLOSURE /RESIDENTS CONCURRENCE

The Town of Buckeye requires that notices be mailed or hand delivered two weeks prior to your event to all entities impacted by the event activities and proposed street closure. Information in this notice should include the date(s), time(s), location(s) and types of activities taking place during your event. The notice also must include a telephone number where members of the public can contact your organization if they have concerns or issues that need to be addressed. Copies of the notification letter or flyer with a list of recipients must be submitted to the Community Services Department no later than 10 calendar days prior to the event (this includes block parties).

For a street to be closed, ***notification to*** the households residing on each block is required. Each applicant signing the petition must be an ***adult representative and reside on the block*** that is requested to be closed. Only one signature per household will be accepted.

STREET CLOSURE /RESIDENTS CONCURRENCE FORM

Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
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Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____
Name: _____	Address: _____	Signature: _____

SAFETY EQUIPMENT

If your event involves street closures, you will be required to obtain traffic safety equipment for the safe closure of your venue and to ensure proper detour and parking information is posted. Depending on the type of event, you may need barricades, traffic cones, directional signage, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event. You may contact Public Works at 623-349-6800 to assist you with your traffic control equipment needs.

ELECTRICAL EQUIPMENT

A list of all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and an electrical site plan with the layout of extension cords and spider boxes must be submitted with the Special Event Application. For guidelines on electrical equipment setup and amperage usage, refer to the National Electric Codes (NEC) accessible through the Community Development Department.

Event amperage requirements are requested for the safety of the event and in order for the town to provide adequate equipment.

When applicant provides their own electrical equipment (i.e. generator or spider boxes), electrical set – up, permits, and approval by an electrical inspector are necessary. The town's electrical inspector will inform the applicant of any additional requirements upon review of the special event application and/or during the pre-event walkthrough.

Proper cords must be used (12/3 for outdoor use), all National Electric Codes must be followed, and connections must be weatherproof. Cords extending over sidewalks must meet ADA standards and be covered with Truck Tracks to prevent any tripping hazards.

Generators require an electrical permit from Community Development at 623-349-6150. Inspection of generator set – up is required. Fees apply when inspection must occur during non-town hall business hours. If an event requires multiple generators, the permit fee per generator is lowered for each additional generator (as long as the event coordinator or the hired electrical contractor accounts for all the generators involved). If each vendor applies for a permit separately, each vendor will pay the full electrical permit fee and the after hour inspection if applicable.

Larger generators require a grounding stake. The location of each generator must be part of the submitted site plan and approved by Community Development Department.

SAFETY EQUIPMENT

YES NO

☐ ☐ Will your event involve the use of traffic safety equipment? If yes, please list:

Equipment Company: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Page/Cellular _____ Email _____

Equipment Set-up: Date _____ Time: _____

Equipment Pick-up: Date: _____ Time: _____

ELECTRICAL EQUIPMENT

YES NO

☐ ☐ Will your event involve the use of electrical equipment? If yes, please list:

Equipment Company: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Page/Cellular _____ Email _____

Equipment Set-up: Date: _____ Time: _____

Equipment Pick-up: Date: _____ Time: _____

SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through solid preplanning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of your event, as well as, the overall activities are all areas that need to be analyzed in depth and addressed through your security plan. For further assistance or consultation on your security plan, contact the Buckeye Police Department at 623-349-6400.

Once your security plan has been submitted, the Buckeye Police Department will determine the minimum number of licensed private security guards and/or town police officers required to adequately staff your event. It is at the discretion of the applicant to use either Town of Buckeye Police officers or private security companies, however the Buckeye Police Department maintains the right to shut down any or all components of the event and/or provide additional police services that will be billed directly to the host organization in the event the security plan is inadequate or public safety is compromised.

Events that generally require Police and/or Security presence are those that:

- Involve the sale and consumption of alcohol
- Generate profit for the applicant
- Involve other public safety risk such as parades, rodeos, carnivals, or other factors potentially adverse to the community tranquility and peace.

Town Police officers assigned to work events are generally off-duty officers working at overtime pay rates. Applicants will be billed at the full overtime rate of the individual officer(s) working the event. Please refer to Appendix I. Applicants are reminded that Town officers working events, although assigned specifically to a particular event, are employees of the Town of Buckeye, and do not work for the applicant.

MEDICAL PLAN

Please contact the Buckeye Fire Department at 623-349-6700 to discuss and determine the appropriate medical services warranted for your event. The Buckeye Fire Department has final authority to determine your event medical services requirements.

SECURITY PLAN

YES NO

- ☐ ☐ Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's valid license issued by the state of Arizona.

Security Organization: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Page/Cellular _____ Email _____

License # _____

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application. _____

MEDICAL PLAN

YES NO

- ☐ ☐ Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?

Medical Services Provider: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Page/Cellular _____ Email _____

Please describe your medical plan including your communication plan, the number of certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed.

ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all Town, County, State and Federal Disability Access Requirements applicable to your event.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with similar activities. It cannot, however, be offered only to patrons with disabilities.

Disability access may include parking, restrooms, transportation, signage, accessible vendors and booths. If all areas are not accessible a map or program must be provided to attendees indicating the accessible rest rooms, parking, drinking fountains, etc.

PORTABLE REST ROOMS

The Community Services Department recommends one (1) portable toilet for every 250 people, or portion thereof who attend your event. At least ten percent (10%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The Community Services Department may determine the total number of required rest room facilities on a case-by-case basis. As a guide, the Community Services Department recommends the following:

NO. Of Attendees	NO. Of A.D.A. Accessible restrooms	Total No. of Recommended Restrooms
100	1	1
250	1	1
500	1	2
1000	1	4
2000	2	8
5000	2	20

- For multiple day events, restrooms must be cleaned at the end of each day in order to maintain health and sanitation standards.
- It is recommended to provide hand sanitation stations.
- It is up to the event organizer to fully consider all aspects of their event (i.e. alcohol consumption, food sales, weather, etc.) to ensure an appropriate number of restrooms are made available.

ACCESSIBILITY PLAN

This checklist is intended to serve as a planning guideline and may not be inclusive of all Town, County, State and Federal access requirements. You may attach more detailed information if necessary.

YES NO

- ☐ ☐ Will there be a clear path of travel throughout your event venue? Please describe _____
- ☐ ☐ Have you developed a disabled parking plan for your event? Please describe _____
- ☐ ☐ Will food, beverage and vending areas be accessible? Please describe _____
- ☐ ☐ If an information center is provided at your event, will customer service representative be available to assist disabled individuals? Please describe _____

PORTABLE REST ROOMS

You are required to provide portable rest rooms facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

YES NO

- ☐ ☐ Do you plan to provide portable rest room facilities at your event?
If yes: Number of portable toilets _____
Number of ADA accessible portable toilets _____
If no: Please explain: _____

Equipment Company: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Page/Cellular _____ Email _____

Equipment Set-up: Date _____ Time: _____

Equipment Pick-up: Date: _____ Time: _____

ENTERTAINMENT & RELATED ACTIVITIES

HOURS OF OPERATION

Permitted hours for special events shall be between 6:00am – 10:00pm Monday through Sunday, unless the permit holder has received written consent from the Community Services Director stating otherwise. Lighting shall be placed to reflect light away from adjacent dwellings.

As an event organizer, you must be certain that all events related activities comply with the local laws applicable to noise abatement. Events with amplification may not begin amplified entertainment until 8am Monday through Saturday, and 9:00am on Sundays. All event amplification must end by 9:00pm. Please be aware that loud and unreasonable noise (including music) is a violation of local ordinance (Section 10-1-12) and may be considered a violation of state law-disturbing the peace. A Buckeye police officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. The Buckeye Police Department also has the authority to order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. If the event staff does not comply with police submissions, the Buckeye Police Department has the authority to close an event when responding to a legitimate citizen complaint.

METHOD OF BANNER DISPLAY

- Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. The number and location for these items must be included in your site map and must receive approval from the Town of Buckeye.
- Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the permit holder.
- Banners may not be affixed to permanent structures located on the permit site such as benches, rails/fences, trees and ramadas, unless special approval has been granted.
- Banners may not be displayed on buildings or within rights-of-way. An exception is the downtown banner program, which allows banners to be displayed on the streetlights constructed specifically to accommodate the downtown banner program.
- Event banners must remain within the event site.

BANNER DESIGN

- Banners affixed to temporary fixtures may not exceed 24 square feet in total area.
- Banners may not promote products that are illegal to consume by the patrons attending the event.
- Banners with a liquor references are allowed only if the event has obtained a liquor license.
- Display of banners are restricted to the designated drinking area or “beer” garden and must face inward.
- Banner language or depictions may not be profane or obscene.

ENTERTAINMENT & RELATED ACTIVITIES

YES NO

- ☐ ☐ Are there any musical entertainment features related to your event?
 If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.
 Number of stages _____
 Number of Performers/ Bands _____
 Performer/Band name and music type _____
- ☐ ☐ Will sound checks be conducted prior to the event?
 If yes, Start time _____ End time _____
- ☐ ☐ Will sound amplification be used?
 If yes, Start time _____ End time _____
- ☐ ☐ Please describe the sound equipment that will be used for your event _____

- ☐ ☐ Will inflatables, animals, rides, climbing walls, or similar devices be used at your event? If yes, please describe _____

- ☐ ☐ Does your event include the use of fireworks or other pyrotechnics? If yes, please describe _____

- ☐ ☐ Will your event include the use of any signs, banners, decorations, or special lighting? If yes, please describe _____

ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the Town of Buckeye. Liquor licenses are distributed by the state but require the approval of the municipality and/or county in which the event is being proposed.

Liquor license applications are available at the Town Clerk's office located 100 N. Apache Rd. Suite A or contact 623-349-6000 for additional information. Applications must be submitted at least 60 days prior to the event. Once received, the application will be reviewed by the Buckeye Town Council and Buckeye Police Department. Approval or denial of the license will be a final decision.

FOOD CONCESSIONS OR PREPARATION

Guidelines for food facilities are provided by Maricopa County Environmental Services Department at www.maricopa.gov/ensvc/default.asp. These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner.

You may be required to apply for a health permit if food or beverage are sold or given away during your event and may obtain the application at the above listed email address or you call 602-506-6978.

Applicants will specify the location of all proposed food booths, proposed menu items, loading and unloading locations/route and times, and person in charge of each booth.

SAFETY REMINDERS

- Include location of vendors on site plan
- Food vendors must be self contained
- Fire extinguishers are required per Buckeye Fire Department Regulations
- Food preparation inside an enclosed self-contained structure, producing grease laden vapors, shall be equipped with an approved, type one, grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
- Permit holder is the responsible for the proper disposal of grease and other materials/items, and removing them completely from the site.
- Heating and/or cooking equipment inside of or under membrane structures will require prior location approval from the Buckeye Fire Department and verification from the product manufacturer that the membrane material is flame retardant.
- Compressed gas bottles/cylinders shall be stabilized to prevent tipping or falling off.
- Liquid or gas fueled appliances shall be in good repair without fuel leaks or frayed electrical cords. Extra fuel shall be kept in containers approved for that use and shall not exceed 5 gallons in capacity.
- Permit holder will be required to provide a list of individuals scheduled to sell merchandise food or other items. The information may include company name, contact person, address, phone number and current town business license number if applicable. All information is confidential and is for tax and licensing use only.

ALCOHOL

YES NO

☐☐

Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

☐ Free/Host Alcohol

☐ Alcohol Sales

☐ Host and Sale Alcohol

☐ Beer

☐ Beer and Wine

☐ Beer, Wine and Distilled Spirits

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event. _____

FOOD CONCESSIONS OR PREPARATION

YES NO

☐☐

Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared _____

☐☐

Do you intend to cook food in the event area?

If yes, please specify method:

☐ Gas

☐ Electric

☐ Charcoal

☐ Propane

☐ Other _____

CONCESSIONAIRES & BUSINESS LICENSE

The Town of Buckeye will allow you exclusive control and regulation of any concessionaires within your defined event venue. You will want to provide a plan for regulation and controlling such concessionaires.

Selling items at your event will require a Town of Buckeye business license. A business license application may be obtained at the Finance Department, 100 N. Apache or you may contact 623-349-6100 for additional information.

SANITATION

As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. This includes bagging, sealing, and disposing of all garbage. You must arrange dumpsters or container services for refuse.

Should you fail to perform adequate cleanup or damage occurs to town property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in the denial of future approval for a Special Event Permit. The town does not provide street sweeping services for special events, so please plan accordingly.

To ensure the best service for the event, you may contact Public Works at 623-349-6800 for assistance in determining your trash needs.

CONCESSIONAIRES & BUSINESS LICENSE

YES NO

☐ ☐ Are patron admission, entry or participant fees required? If yes, please provide amounts: _____

☐ ☐ Will items or services be sold at your event?

If yes, please describe or attach a complete list of vendors (company name, contact, address, phone number) and their menu items. _____

YES NO

☐ ☐ Will items or services sold at your event present unique liability issues (e.g. animal rides, inflatables, motorized rides)?

If yes, please describe or attach a complete list of vendors _____

Buckeye Business License # _____

SANITATION

Number of trash cans _____

Number of trash cans with lids _____

Number of dumpsters with lids _____

Sanitation Company: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Page/Cellular _____ Email _____

Equipment Set-up: Date _____ Time: _____

Equipment Pick-up: Date: _____ Time: _____

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event. _____

TENTS AND CANOPIES

Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Community Services Department. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the applicant. When staking is not approved tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.

All temporary tents, canopies or temporary structures shall be located at least fifty (50) feet from a residential use and not to exceed fourteen (14) feet in height.

The Community Services Department will indicate areas approved for large tents or canopies. All tent locations and sizes must be marked on the submitted site plan. Tents over 200 square feet and canopies over 400 square feet must be flame retardant, and will require approval and inspection from the Buckeye Fire Department. Attach a certificate of flame retardancy to the special event application. Tent service providers will provide a copy of certificate.

INSURANCE

The applicant must provide a certificate of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the "Town of Buckeye, its officers, employees, and agents" as additional insured. The certificate must indicate the dates, times, and location of the event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. To determine the necessary amount of coverage required, please contact Risk Management at 623-349-6000.

TENTS AND CANOPIES

YES NO

☐ ☐ Will you provide tents or canopies at your event?

If yes:

How many _____

Please list size(s) _____

YES NO Are they fire retardant?

☐ ☐

How will you anchor them? Please describe _____

Equipment Company: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Page/Cellular _____ Email _____

Equipment Set-up: Date _____ Time: _____

Equipment Pick-up: Date: _____ Time: _____

INSURANCE REQUIREMENTS

Name of Insurance Agency: _____

Address: Street _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Fax _____

Page/Cellular _____ Email _____

Contact Name _____

Policy Type _____

Policy Amount _____

Policy Number _____

PARK LOCATIONS & AMENITIES

BAYLESS PARK

This is an 8 acre park located at Apache and Hwy 85. There are several trees at this facility, but no ramadas or picnic tables. There is a large, open turf area for games and activities.

EARL EDGAR SPORTS COMPLEX

This facility is home to the Craig Counsell Field of Dreams ball field. It is located on 1st Street and Centre. The park is 18 acres in size. There is an additional lit Little League field adjacent to the Craig Counsell field and 2 lit softball fields. Included in the park are a lit football field, multi -use fields, racquetball courts and a full size basketball court.

TOWN PARK

Located at 9th Street and Monroe, the park is seven acres and has two ramadas with picnic tables, a promenade deck for community performances, a large playground, skate park and lit multi-use fields. There are several large shade trees.

KELL PARK

Located on 6th Street between Eason and Edison, Kell Park is a one acre neighborhood park. There is a playground, half basketball court and a ramada with picnic tables.

Call the Parks Division at 623-349-6605 for additional questions, comments or concerns.

DEPARTMENT CONTACTS

TOWN CONTACTS

Town Clerk (<i>Liquor License</i>)	(623) 349-6009
Community Development (<i>Electrical/Private Property</i>)	(623) 349-6200
Public Works (<i>Street Closures/Trash/Water</i>)	(623) 349-6800
Fire Department	(623) 349-6700
Community Services	(623) 349-6600
Community Events Coordinator/ Recreation	(623) 349-6352
Community Services Park Maintenance	(623) 349-6605
Police Department	(623) 349-6400
Risk Management (<i>Insurance</i>)	(623) 349-6263
Finance (<i>Business License</i>)	(623) 349-6100

COUNTY CONTACTS

Maricopa County Parks and Recreation	(602) 506-2930
Maricopa County Environmental Health Department	(602) 505-6616
Maricopa County Department of Transportation	(602) 506-8600
Arizona Department of Transportation	(602) 712-7355



BUCKEYE POLICE DEPARTMENT

100 North Apache Rd., Suite D, Buckeye, Arizona 85326
Telephone (623) 349-6400 • FAX (623) 386-6434

"Always Ready, Professional and Committed to the People We Serve"

SPECIAL DUTY OFFICER CONTRACT

VENDOR INFORMATION				
Vendor name	Address	City	State	Zip

Contact name	Phone	Billing address (If different)

EVENT INFORMATION				
Start date	End date	Start time	End time	On scene contact name and phone #

Location ₁		Event Name:		
Service Type (Traffic, security)	Vehicle(s)	Estimated Attendees ₂	Officer(s) Requested	Supervisor(s) Needed

1. Location must be within the Town of Buckeye strip annex area.

2. Two officers required for up to 500 attendees. One additional officer for each additional five hundred attendees.
More than three officers requires a supervisor.

SCHEDULE OF FEES:

Officer:	\$48.00 per hour	Vehicle, Stationary	\$ 5.00 per hour
Sergeant:	\$54.00 per hour	Vehicle, Moving:	IRS effective rate. (\$0.485 as of 01/01/07)
Lieutenant:	\$ 60.00 per hour		

SPECIAL DUTY WORK PAYMENT REQUEST

EMPLOYEE NAME _____

FOR WEEK ENDING

PAYROLL NUMBER _____

_____/_____/____

DATE :	HOURS WORKED:			PAY CLASS	SIGNATURE VERIFICATION FOR HOURS WORKED	PAYROLL USE ONLY
	FROM	TO	TOTAL	O S L		\$
	FROM	TO	TOTAL	O S L		\$
	FROM	TO	TOTAL	O S L		\$
DATE	VEH TYPE (S , M)	START MILES	END MILES	TOTAL MILES	TOTAL AMOUNT	APPROVED BY (PR #)
					\$	

Instructions for completing form on reverse

INSTRUCTIONS FOR COMPLETING THE SPECIAL DUTY WORK PAYMENT REQUEST

1. *Week Ending:* Enter the date of the Saturday immediately following the special duty work assignment. For jobs that start on Saturday and conclude on Sunday, use the week that ends on the Saturday the job begins.
2. *Payroll Number and Name:* This is the payroll number and name of the officer that actually worked the special duty assignment(s).
3. *Normal Duty Hours:* These are the normal duty hours (example: 0600-1600) of the officer for the week of the special duty assignment.
4. *Actual Days Off This Week:* These are the actual days off of the officer for the week of the special duty assignment.
5. *Date:* The date this special duty assignment was worked.
6. *Location & Name of Event:* Enter location and description of the event. Examples: "DMB/VERRADO, RODEO/RODEO GROUNDS, FOOTBALL/BUHS".
7. *Hours Worked:* The time span for this special duty assignment (example: 1600-1930). Indicate the **actual** time span you spent working the job. If you were on the job for less than the standard minimum (three hours), then indicate "3" in the "Total" box. Time will be entered in 0.1 hour increments (six minutes). Example: A job from 1600-1930 hours is three hours and thirty minutes, so the time would be entered as "3.5" hours. Do not use fractions or "hours-minutes" format. Enter the total number of special duty hours in the "Total" box.
8. *Pay Class:* Enter the assigned rank that you worked for this job. Example, a police sergeant filling an "officer" position in a special duty work assignment would circle "O" for that assignment. If the sergeant works the next day filling a "sergeant" position, then for that particular job, the pay class would be "S."
9. *Verification of Hours Worked:* This box must be signed for each special duty job assignment. Verification can be made by: (1) a police sergeant or supervisor assigned to the special duty job assignment; (2) a representative of the outside employer that contracted for the special duty assignment; (3) the secondary employment supervisor (in circumstances where neither a supervisor nor an employer representative is present at the special duty job site).
10. *Department Vehicle Use:* If you received approval to use a department vehicle in the course of any special duty job, you must complete this block. Enter the date the vehicle was used, the unique job and event identifier, the city vehicle number, the vehicle type, starting and ending mileage, idle time (charged only when the vehicle is stationary **with the engine running in order to operate emergency equipment**), and total miles. The approval block should be completed by the authorizing individual or a designee. Vehicle type is either CAR or MC (motorcycle). This section does not apply to police bicycles.
11. Sign and date the completed form. Make a copy for your records and return the original to the Off Duty Coordinator. COMPLETE ONE SLIP FOR EACH OFF DUTY ASSIGNMENT. SLIPS MUST BE SUBMITTED NO MORE THAN 3 DAYS AFTER THE CONCLUSION OF EACH SPECIAL DUTY JOB.